HEWLETT® PACKARD

Color LaserJet™

English

8550MFP

System Ready Reference Guide

System Ready Reference Guide

HP Color LaserJet 8550MFP

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Overview Section

Loading media

Media specifications

The following types and sizes of media can be used in the HP Color LaserJet 8550MFP system.

Media types

- paper
- pre-punched media
- transparencies (0.1 to 0.13 mm or 4 to 5 mils thick)
- envelopes
- labels

Media sizes

- Executive
- Letter
- Legal
- Ledger
- A5
- A4
- A3
- Minimum (custom sizes): 99 by 190.5 mm (3.9 in by 7.5 in)
- Maximum (custom sizes): 305 by 470 mm (12 by 18.5 in)

Media weight

- Tray 1: 60 to 216 g/m^2 (16 to 58 lb)
- Other input trays: 60 to 105 g/m^2 (16 to 28 lb)

For complete information on media specifications for this product, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM.

Note

Use Tray 1 (the stack bypass or multipurpose tray) whenever you are copying rotated media. Rotated media are originals that are loaded short-edge first on the glass or in the optional automatic document feeder (ADF). Media must be loaded in Tray 1 **short edge first** for rotated copying.

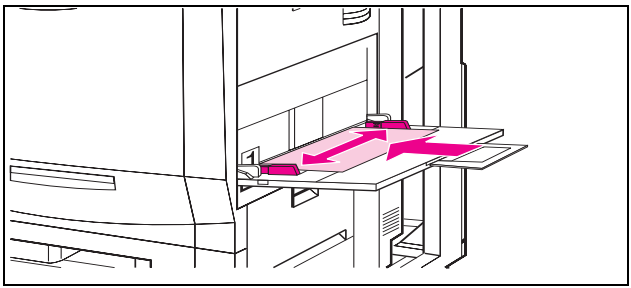
Loading the input trays

To load the input trays, first adjust the media-width guides and then load the media. When you have finished loading the media, configure the input tray in the printer unit control panel.

For complete instructions on loading and configuring input trays and the media that can be used, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM.

CAUTION
To avoid media jams, never add or remove media while the printer unit is printing. Never overload an input tray.

Loading media into Tray 1 (the multipurpose or stack bypass tray)



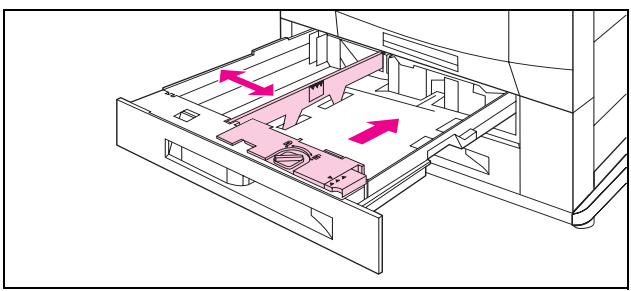
1. Open Tray 1. (Use the tray extension if the media is longer than the tray.)
2. Slide the media-width guides to the size that matches the media.
3. Place the media in the tray and slide it into the printer unit until the leading edge rests lightly against the printer unit.
4. Configure the media type and size in the PAPER HANDLING MENU in the printer unit control panel (see instructions beginning on page 13 or see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide*).

Note
Filling the tray above the media-fill mark may cause paper jams.

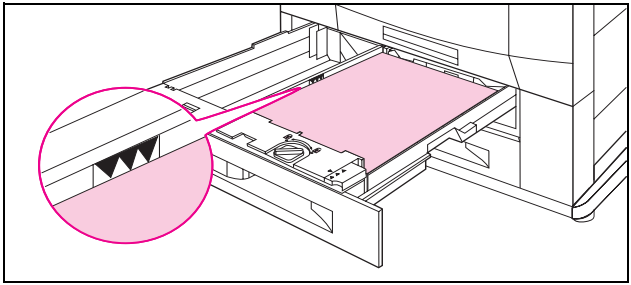
The default mode for Tray 1 is Cassette. When Tray 1 is in Cassette mode, the printer unit will pull media from this tray if the appropriate media is found. Other modes for Tray 1 are MANUAL and FIRST.

Configure Tray 1 in the PAPER HANDLING MENU on the printer unit control panel. For more information on configuring the Tray 1 mode, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM.

Loading media into Trays 2 and 3



1. Open Tray 2 or Tray 3.
2. To load media that are a different size from the media previously loaded in the tray, move the two media-width guides to the correct positions.



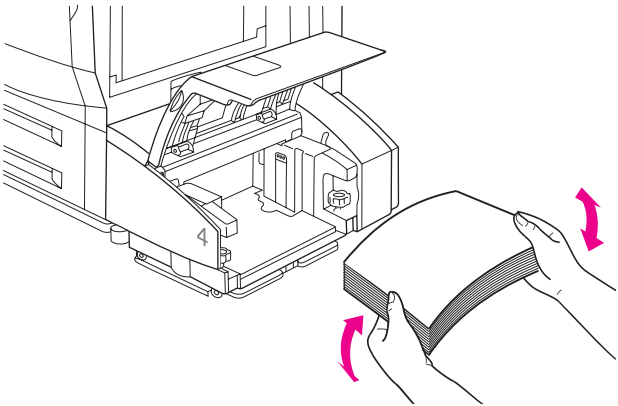
3 Load media up to the media-fill marks. Five hundred sheets of 75 g/m^2 (20 lb) bond media will fit into either tray.

Note
Filling the tray above the media-fill mark may cause paper jams.

4 Push the tray into the printer unit.

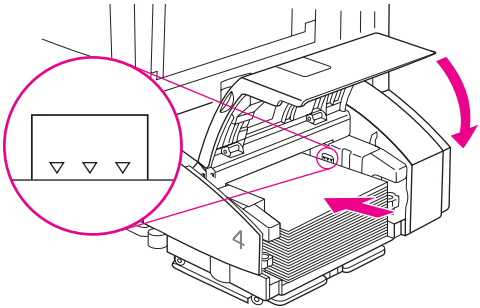
5 Configure the media type in the PAPER HANDLING MENU in the printer unit control panel (see instructions beginning on page 13).

Loading media into the optional 1,000-sheet side input tray (Tray 4)



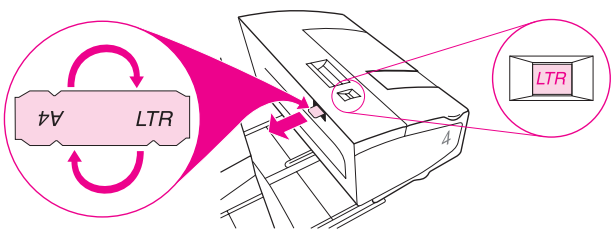
1. Lift the tray cover.
2. Adjust the left and right media-width guides as necessary.
3. Place the media into the tray.

Note
Always bend the stack of paper before placing it into the tray, as shown above. Doing so will help prevent misfeeds or paper jams. Never fan a stack of paper before placing it into the tray.



Note
Filling the tray above the media-fill mark may cause paper jams.

4 Close the cover.



5 The default media size for the optional 1,000-sheet side input tray is A4. To change the default from A4 to Letter, set the tab on top of the input tray cover to read LTR. This must be done before the side input tray is pushed back against the printer unit. Slide the tab out towards the back of the side input tray, rotate it, and then slide it back in so that LTR appears in the window.

Configuring the media type in the printer unit control panel

To configure the input trays

1. Press MENU until PAPER HANDLING MENU appears on the printer unit control panel display.
2. Press ITEM until TRAY <NUMBER> TYPE = appears on the display.

Note
TRAY 1 TYPE = will appear only if Tray 1 is in Cassette mode.

3. Press -VALUE+ until the correct media type appears on the display.
4. Press SELECT to save the selection. An asterisk (*) appears next to the selection.

Note
Tray 2, Tray 3, and the optional Tray 4 automatically detect the media size. To configure media size for Tray 1 in Cassette mode, continue with step 5. Otherwise, proceed to step 8.

5 Press ITEM until TRAY 1 SIZE = appears on the display.

6 Press -VALUE+ until the correct media size appears on the display.

7 Press SELECT to save the selection. An asterisk (*) appears to the right of the selection.

8 Repeat steps 2 through 4 to configure media type in all trays.
- Or -
Press GO to bring the printer unit online.

For more information about First and Cassette modes for Tray 1 and about input tray configuration, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM.

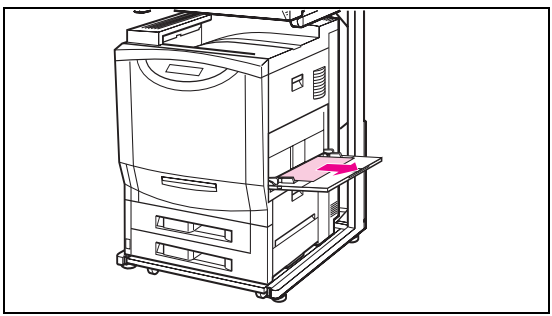
Media jams

Removing jammed media

The procedures on the following pages explain how to clear the most commonly occurring jams. After all jammed media have been removed, the system will warm up and resume printing.

The printer unit and copy module control panels display messages and graphics that indicate where a jam has occurred and which doors to open to clear the jam.

To clear jams in Tray 1

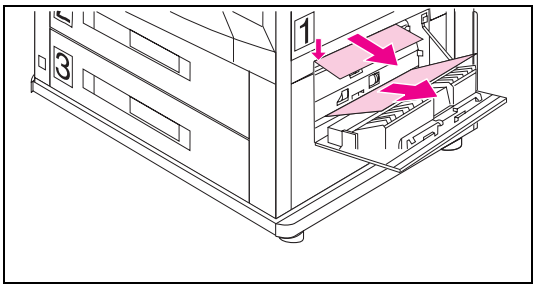


1. Remove media from Tray 1.
2. Gently remove any jammed media.
3. Load media back into Tray 1 and resume printing. The printer unit may prompt you for the media size and type.

Note

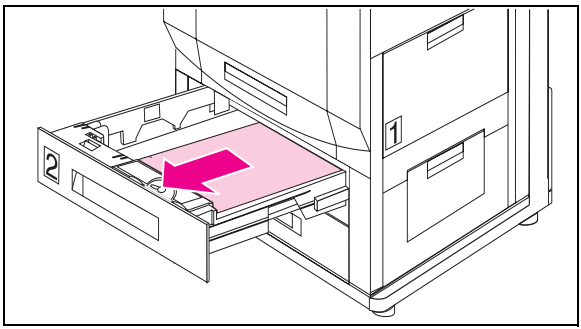
If the jammed media does not come out easily, see “To clear jams from the lower right door” on page 16.

To clear jams from the lower right door



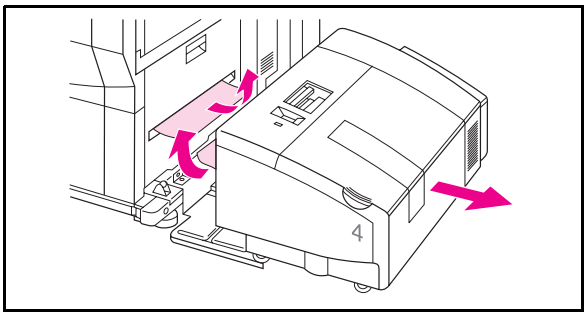
1. Open the lower right door. If you are using the optional 1,000-sheet side input tray, it must first be moved away from the printer unit.
2. Remove any jammed media.
3. At the left side of the opening, pull the green tab down to lower the bar, remove any jammed media, and release the tab.
4. Close the lower right door. If necessary, reposition the optional 1,000-sheet side input tray.

To clear jams in Trays 2 and 3

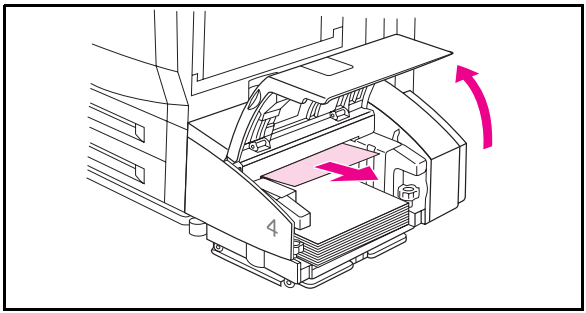


1. Make sure there is no media jammed in the lower right door.
2. Open Tray 2 or Tray 3.
3. Remove any jammed media. You might have to remove the tray by lifting it slightly and pulling it out. Look into the opening to locate the jammed media.
4. Close the tray(s).

To clear jams in the optional 1,000-sheet side input tray (Tray 4)



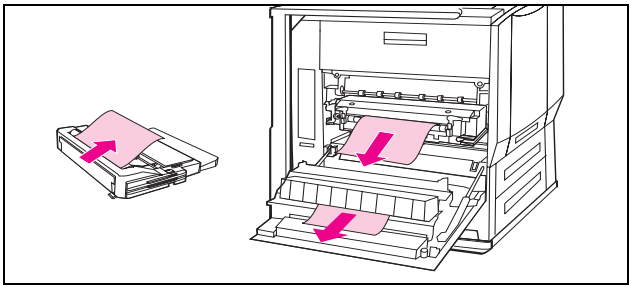
1. Lift the release handle on the top of the tray.
2. Pull the tray away from the printer unit to reveal the media feed slots on the printer unit and on the tray.
3. Remove jammed media from either slot.
4. Push the tray back against the printer unit until it locks into place.



5 Lift the cover and remove jammed media from the feed slot in the tray.

6 Close the cover.

To clear jams from the fuser area and duplexer



WARNING!
Do not touch the fuser; it might be very hot and could cause burns.

1. Remove the output tray on the left side of the printer unit.
2. Open the lower left door.
3. Gently remove any jammed media from the duplexer, from the inside of the door, or from between the rollers near the top of the opening.
4. Press the green tab on the right side of the duplexer and pull the duplexer out of the printer unit.

5 Remove any jammed media from the duplexer by lifting the green guide. Remove any media and lower the green guide.

6 On the left side of the fuser, pull down on the green tab, carefully remove any media, and release the tab.

Note

Repeated jams in the fuser area indicate that the fuser might not be installed properly. Complete steps 7 through 9 if you experience repeated jams in the fuser area; otherwise, proceed to step 10.

7 Press down the large green lever on the right side of the fuser to ensure that it is in its proper position.

8 On each side of the fuser, rotate the blue levers down slightly.

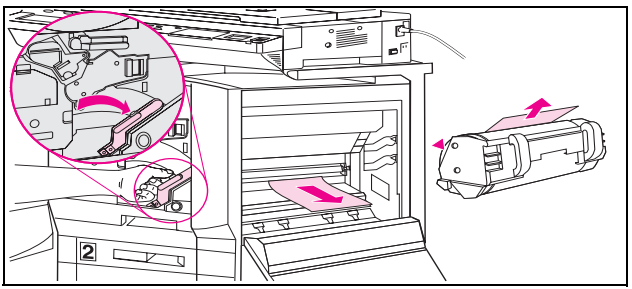
9 Rotate the blue levers back up until they snap into place.

10 Slide the duplexer back into the printer unit until it clicks into place.

11 Close the lower left door.

12 Reinstall the left output tray.

To clear jams from the transfer drum and registration area



1 Open the front door, press the white button on the lower green lever, and swing the lever to the right.

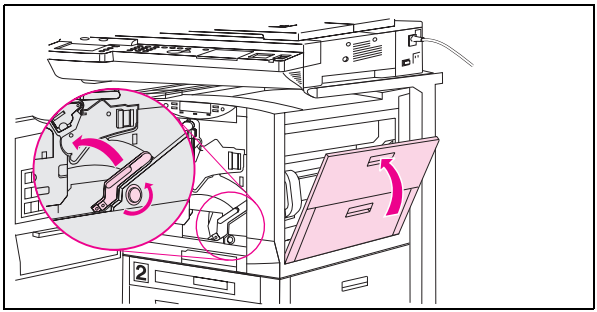
2 Open the upper right door.

3 Using the handles, gently pull out the transfer drum from the right side until it stops.

4 From the front of the printer unit, remove any jammed media.

5 Lift the transfer drum out of the printer unit and remove any media wrapped around the drum.

6 Remove jammed media from inside the opening.
If the entire page cannot be removed easily, continue to step 7. Otherwise, continue with step 9.



7 In the front of the printer unit, turn the blue knob counterclockwise to feed the jammed media into the printer unit.

8 From the front of the printer unit, remove the jammed media.

9 On the right side, align the arrows on the ends of the transfer drum with the matching arrows on the tracks inside the printer unit.

10 Push the transfer drum into the printer unit.

11 Close the upper right door.

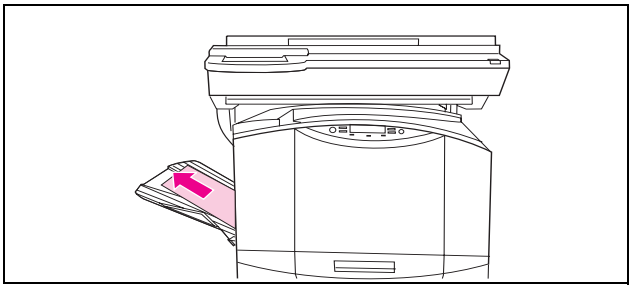
Note
If the upper right door does not close, the transfer drum might not be all the way in the printer unit. Repeat steps 9 and 10.

12 In the front of the printer unit, swing the lower (green) lever back to the left, making sure it clicks into place.

Note
If the lever does not return to its original position, the transfer drum might not be all the way in the printer unit. Repeat steps 9 and 10.

13 Close the front door.

To clear jams from the left output tray and upper left door



1. Remove the output tray on the left side of the printer unit.
2. Slowly remove any jammed media that are visible.
3. Open the upper left door.
4. Gently remove any jammed media.
5. Close the upper left door.
6. Replace the output tray

Solving repetitive media jams

If the system continues to jam, try the following:

- Check to see if you are using media that meet the media specifications detailed in the “Loading Media” section of this manual.
- Make sure that the media are correctly loaded in the input trays and that all media-width guides are correctly set.
- Make sure that the tray is not overloaded with media.
- Do not use media that is torn, worn, or irregular.
- Turn over the stack of media in the tray.
- Print heavy media from Tray 1.

For more information on solving repetitive jams, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM. If the printer unit continues to jam, contact your reseller or a local authorized HP service provider.

Printing Section

Common messages

Printer unit control panel messages

The following messages are common printer unit control panel messages for conditions that can cause the printer unit to stop working. For a more complete list of messages, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM, or contact the system administrator.

Note
For easy reference, the numeric messages are listed first, and the remaining messages are listed alphabetically.

Printer unit control panel messages

Control panel message	Recommended action
41.3 UNEXPECTED PAPER SIZE LOAD TRAY 1 <TYPE> <SIZE>	Load the correct size of media in Tray 1 or reconfigure Tray 1 for the media size it contains.
41.5 UNEXPECTED PAPER TYPE LOAD TRAY <X> <TYPE> <SIZE>	Open and close the front door of the printer unit to remove the media. Verify that the printer unit control panel is configured correctly and that the correct media is loaded in the input tray.
CLEAR DUPLEX JAM LOWER LEFT DOOR	See “Removing jammed media” on page 15.

Printer unit control panel messages (continued)

Control panel message	Recommended action
CLEAR FUSER JAM LOWER LEFT DOOR	See “Removing jammed media” on page 15.
CLEAR INPUT JAM	See “Removing jammed media” on page 15.
CLEAR OUTPUT JAM UPPER LEFT DOOR	See “Removing jammed media” on page 15.
CLEAR PAPER JAM	See “Removing jammed media” on page 15.
CLEAR TRANSFER JAM	See “Removing jammed media” on page 15.
CLEAR TRAY 4 JAM	See “Removing jammed media” on page 15.
CLEAR UNEXPECTED PAPER SIZE JAM THEN LOAD TRAY 1 <TYPE> <SIZE>	See “Removing jammed media” on page 15.
CLEARING PAPER FROM PRINTER	No action is required.
CLOSE <LOCATION> DOOR	Close the door indicated in the message.
DRUM ERROR REPLACE DRUM KIT	Printing cannot continue until the drum kit has been replaced.
DRUM LIFE LOW REPLACE DRUM KIT	Although printing can continue, the drum kit should be replaced for optimum printer unit operation.
DRUM LIFE OUT REPLACE DRUM KIT	Printing cannot continue until the drum kit has been replaced.
DUPLEX ERROR CHECK DUPLEXER	Remove the duplexer. Check for and remove any jammed media from the duplexer and reinstall the duplexer.
FACE UP OUTPUT BIN FULL	Remove all media from the left output tray.

Printer unit control panel messages (continued)

Control panel message	Recommended action
FUSER LIFE LOW REPLACE KIT	Although printing can continue, the fuser should be replaced for optimum printer unit operation.
FUSER LIFE OUT REPLACE KIT	Replace the fuser kit and reset the fuser counter before attempting to print.
INPUT DEVICE PAPER PATH OPEN	Close the media transfer door.
INSTALL <COLOR> TONER	Insert the cartridge or make sure the installed cartridge is fully seated in the printer unit.
INSTALL FUSER LOWER LEFT DOOR	Install the fuser and verify that it is properly seated in the printer unit before attempting to print.
INSTALL IMAGING DRUM OPEN FRONT DOOR	Install the imaging drum before attempting to print.
INSTALLTRANSFER DRUM OPEN RIGHT DOOR	Install the transfer drum before attempting to print.
LOCK TONER LEVER	Open the front door of the printer unit, open the clear door, swing the blue lever to the left to lock it. Close the clear door and the front door.
MANUALLY FEED <TYPE> <SIZE>	Load the correct type and size media into Tray 1.
OFFLINE	Press Go to bring the printer unit online.
POWERSAVE ON	Clear this message by pressing any key or by sending a print job to the printer unit.
PROCESSING COPY <X> OF <Y>	No action is required.
PROCESSING JOB	No action is required.
TONER LOW REPLACE <COLOR>	Although printing can continue, the toner cartridge should be replaced for optimum printer unit operation.

Printer unit control panel messages (continued)

Control panel message	Recommended action
TONER OUT REPLACE <COLOR>	Printing cannot continue until the specified toner cartridge has been replaced.
TOP OUTPUT BIN FULL	Remove all media from the top output bin.
TRANSFER KIT LOW REPLACE KIT	Although printing can continue, the transfer kit should be replaced for optimum printer unit operation.
TRANSFER KIT OUT REPLACE KIT	Replace the transfer kit and reset the transfer counter before attempting to print.
TRAY 1 CONTAINS UNKNOWN MEDIA	Configure the media type for Tray 1 or remove the remaining media.
TRAY 1 LOAD <TYPE> <SIZE>	Load the media type and size specified on the display.
TRAY X EMPTY <TYPE> <SIZE>	Load the media type and size specified on the display.
TRAY X LOAD <TYPE> <SIZE> CHECK CONTROL PANEL SETTING	Load the media specified on the display, and configure the input tray in the printer unit control panel. Pressing Go will cause the printer unit to attempt to print the page on the default size media.

Note

For more information on the control panel messages and their recommended actions, see the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM.

Job retention features

Note
The following printer unit features in this manual are all set up and controlled by the driver. The user must select the desired feature at their computer in order for it to be available at the printer unit. Refer to the *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM for complete instructions on the driver.

Proof and hold feature

The proof and hold feature provides a quick and easy way to print and proof one copy of a job and then print the additional copies.

Printing the remaining copies of a held job

The user can print the remaining copies of a job held on the printer unit's hard disk from the printer unit control panel.

1. Press MENU until `QUICK COPY JOBS MENU` appears on the printer unit control panel display.
2. Press ITEM until the job owner and job name appears on the display.
3. Press -VALUE+ if you want to change the number of copies to be printed.
4. Press SELECT to print the remaining copies of the print job.
5. Press GO to bring the printer unit online.

Stored job feature

The user can download a print job to the printer unit's hard disk without printing it. The user can then print the job at any time through the printer unit control panel. For example, a user may want to download a personnel form, calendar, time sheet, or accounting form that other users can access and print from the printer unit control panel.

Printing a stored job

The user can print a job stored on the printer unit's hard disk from the printer unit control panel.

1. Press MENU repeatedly until `QUICK COPY JOBS MENU` appears.
2. Press ITEM until the desired job name appears.
3. Press SELECT to select the job name. `COPIES=1` appears.
4. Press -VALUE+ until the desired number of copies appears.
5. Press SELECT to print the job.

Private job feature

The private printing feature lets a user specify that a job is not printed until that user releases it using a four-digit personal identification number (PIN) through the printer unit control panel.

Specifying a private job

The user specifies the PIN in the driver and it is sent to the printer unit as part of the print job. To specify from the driver that a job is private, select the **Private Job** option and type a four-digit PIN.

Releasing a private job

The user can print a private job from the printer unit control panel.

1. Press MENU repeatedly until `QUICK COPY JOBS MENU` appears.
2. Press ITEM until the desired job name appears.
3. Press SELECT. `PIN:0000` appears.
4. Press -VALUE+ to change the first number of the PIN, and then press SELECT. An * appears in place of the number. Repeat this step to change the remaining three numbers of the PIN. `COPIES=1` appears.
5. Press -VALUE+ until the desired number of copies appears.
6. Press SELECT to print the job.

Quick copy jobs

The quick copy feature prints the requested number of copies of a job and temporarily stores the job on the printer unit's hard disk. Additional copies of the job can be printed using the printer unit control panel.

Printing a quick copy job

The user can print a job stored on the printer unit's hard disk from the printer unit control panel.

1. Press MENU until QUICK COPY JOBS MENU appears.
2. Press ITEM until the desired job name appears.
3. Press SELECT.
4. Press - VALUE + until the desired number of copies appears.
5. Press SELECT to print the job.

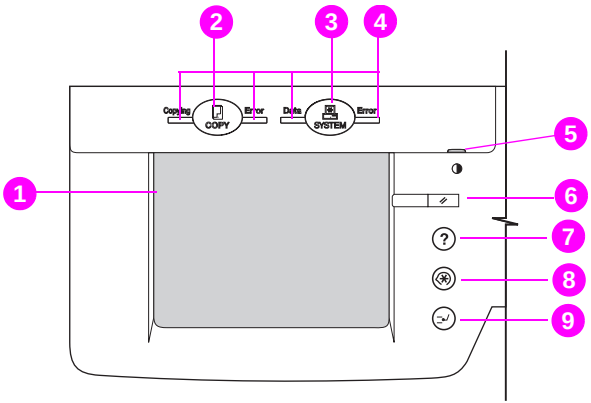
Copying Section

Introduction

This section explains the various features and functions of the HP Color LaserJet 8550MFP copy module. Topics include:

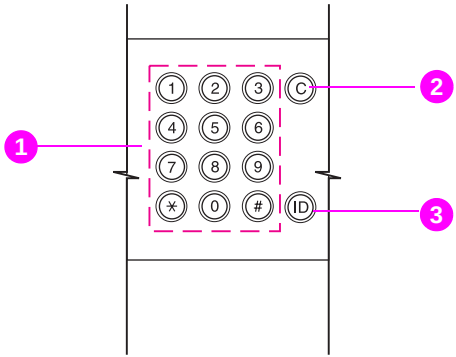
- Copy module control panel features
- Making copies
- How to access additional information

Copy module control panel features



1	**Touch panel display**	Adjust the copy module's features using the touch panel display.
2	COPY key	Press to switch to the copy feature or to take the copy module out of Energy saver mode.
3	SYSTEM key	Press to display system and printer unit information on the touch panel display.

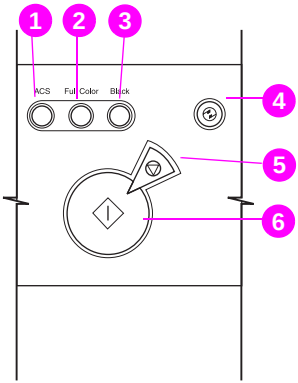
4		**Status lights**	These four lights use colors and blinking patterns to indicate the status of the system.
5		**Display contrast dial**	Turn to adjust the contrast on the touch panel display.
6		RESET key	Press to return the copy module to its default setting (Default mode).
7		HELP key	Press to display explanations of the system keys and features.
8		ADMINISTRATION FUNCTIONS key	Press to select or cancel out of the Administration Functions (also called Additional Functions).
9		INTERRUPT COPY JOB key	Press to interrupt the current copy job to copy a job that has a higher priority.



1	**Numerical key pad**		Press to enter the desired number of copies or to enter other numerical values when setting a copy mode.
2	C	CLEAR NUMERIC VALUE key	Press to reset the copy quantity to one, or to clear the last numeric value that was entered while setting a copy mode.
3	ID	ID (identification) key	Enter an identification number, then press ID to access the system. Return the system to a locked mode by pressing ID when the job is complete.

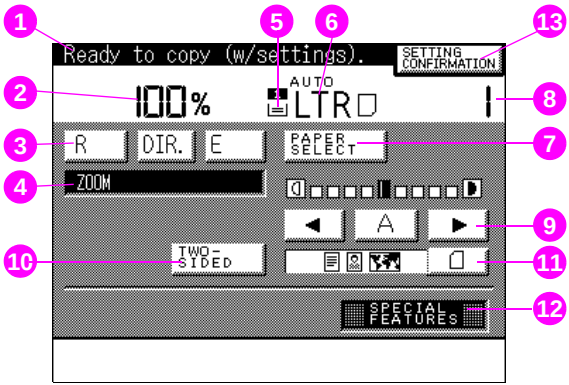
Note

The ID key is used only when identification numbers are assigned to departments or users. Identification numbers are assigned in the Administration (Additional) Functions setting.



1	ACS (Automatic Color Selection) key	Press to allow the system to automatically select between the Black Monochrome and Full Color modes.
2	FULL COLOR key	Press to select the Full Color mode (copies are made in black, cyan, magenta, and yellow).
3	BLACK key	Press to select the Black Monochrome mode.
4	ENERGY SAVER key	Press to select the Energy saver mode and reduce energy consumption. Press the key again to cancel the Energy saver mode. (This mode is similar to the PowerSave mode on the printer unit.)
5	STOP key	Press to cancel a copy job.
6	START key	Press to begin making copies.

Touch panel display



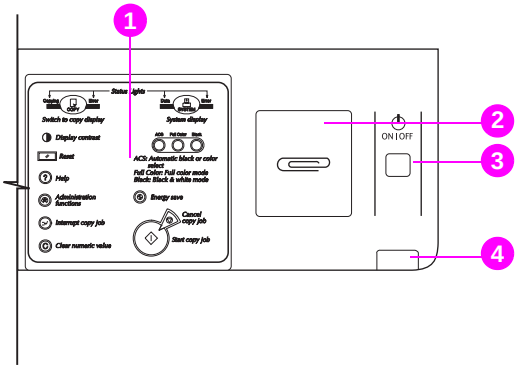
Note

This screen appears when all optional accessories are installed. This screen will differ depending on the optional accessories installed on your system.

1	**Message display**	Displays the system status and operator instructions.
2	**Copy ratio display**	Displays the copy ratio setting.
3	**Reduce, Direct, Enlarge**	Press to select the most suitable setting for reducing or enlarging the image using preset ratios or to perform a direct copy (resets the copy module to 1:1 copying).
4	**Zoom**	Press to enlarge or reduce images in 1% increments.
5	**Media quantity indicator**	Displays the remaining quantity of media in the selected tray.

6	**Media size display**	Displays the media size in the selected tray.
7	**Paper select**	Press to select automatic Paper Selection or a specific tray.
8	**Copy quantity indicator**	Displays the number of copies to be made.
9	**Exposure control**	Press the left-facing arrow (◀) for lighter copies or press the right-facing arrow (▶) for darker copies. Press A (automatic) to select automatic exposure control.
10	**Two-sided copying (duplexing)**	Press to select or cancel duplexing. (See page 49 for more information.)
11	**Original type**	Press to select the setting most suitable for the type of original to be copied: text, photograph, or map.
12	**Special Features**	Press to display the Special Features screen on the touch panel display. Use the Special Features mode to select the desired copy image quality or the desired layout settings.
13	**Setting confirmation**	Press to check and confirm the selected programmed job settings. This button is only visible when job settings have been programmed.

Control panel menu map



1	**Menu map**	Provides brief descriptions and translations of control panel keys.
2	**Paper clip tray**	Store removed paper clips here.
3	**Power button**	Press to turn the power on or off. (There is also a power switch, which is located on the right side of the copy module.)
4	**Pilot light**	A green light indicates that the copy module is turned on.

Making copies

The copy module makes it easy for you to produce multiple copies of almost any printed original. You can copy pages manually, or stack your unbound originals into the optional automatic document feeder (ADF) and let it automatically copy the pages for you.

The following pages describe these copy module tasks and features:

- How to make simple copies
  - Making copies on the glass
  - Making copies with the ADF
- How to copy the entire image from an original onto the available media
  - Enlarging or reducing copies
  - Making full-page copies
- How to make double-sided copies
  - Single-sided originals to double-sided copies
  - Double-sided originals to single-sided copies
  - Double-sided originals to double-sided copies
- How to make copies from a book or magazine
  - Facing pages (book style) to double-sided copies
  - Facing pages (book style) to single-sided copies (this feature is also called two-page separation)
  - Book frame erase
  - Second-side elimination

- How to enhance the image quality
  - One-touch color adjustment
  - Using the original-type feature

Other features

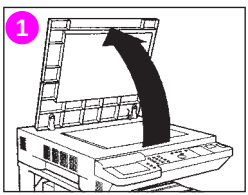
Numerous other features are available on the copy module. See the *HP Color LaserJet 8550MFP Copy Module User Guide* on CD-ROM for detailed descriptions of these features and instructions for using them. Some of the additional special copying features include:

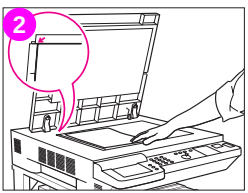
- **Shift:** Create margins or move images to different parts of the page.
- **Sharpness:** Vary the clarity of the original images to produce copies with an artistic flair.
- **Image creation:** Create repeated images, negatives, mirror images, or slanted images.
- **Color adjustment:** Manually adjust the color tones, select pre-set color settings (tranquil, vivid, darkened, or lightened), or make single-color copies.
- **Mode memory:** Store or recall copying jobs by assigning specific features to a display key.
- **Security:** Create user identification numbers and passwords to prevent anyone except designated users from making copies.

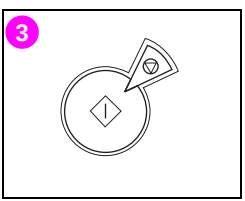
How to make simple copies

Making copies on the glass

You can place individual pages or books directly on the glass to make copies. Keep in mind that if you place the media on the glass horizontally, you must load “rotated” media in Tray 1 (the multipurpose tray or stack bypass). “Rotated” means that media is loaded into the tray with the short-edge first.







1 Lift the cover.

2 Place the original face-down on the glass.

Note

Align the corner of the original with the “arrow” mark in the upper-left corner of the glass.

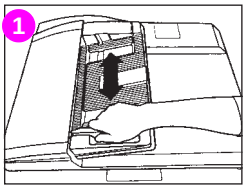
3 Lower the cover and press START without changing any settings on the copy module display panel.

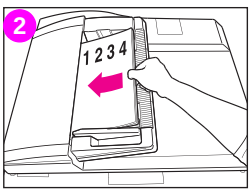
CAUTION

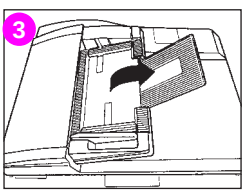
When copying thick items, such as books, do not press down hard on the copy module cover. Doing so may damage the glass and result in personal injury.

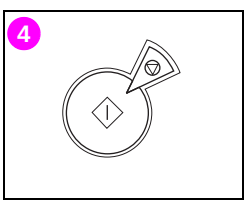
Making copies with the optional ADF

When you place several originals in the optional ADF and press START, they are automatically fed to the glass for copying. Double-sided originals are automatically flipped inside the optional ADF to make copies of both sides.









1. Adjust the media-width guides on the optional ADF to fit the size of your originals.
2. Load originals into the ADF tray face up.
3. Flip up the tray extension on the optional ADF for copying rotated or long originals (such as Legal-size or A3 paper).

Note

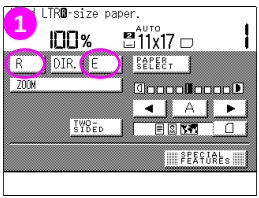
Remember to load rotated media short-edge first into Tray 1 (the stack bypass or multipurpose tray) when copying from rotated originals or when reducing from A3-, Legal- or Ledger-size media.

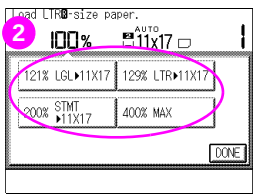
4. Press START.

How to copy the entire original onto the available media

Reducing or enlarging copies

You can enlarge or reduce copies using preset copy ratios, automatic zoom settings, or manual zoom settings (for example, reducing from Ledger [11 x 17 in] to Letter or enlarging from A4 to A3).





1 Place the original on the glass or in the optional ADF. Then press R (reduce) or E (enlarge) on the touch panel display.

Note

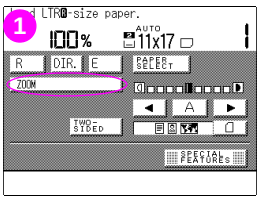
Remember to load rotated media into Tray 1 short-edge first when copying from rotated originals or when reducing from Legal-, A3-, or Ledger-size media.

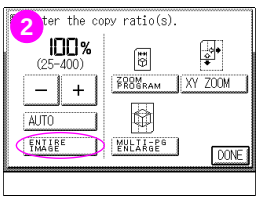
2 Select a preset copy ratio, press DONE on the touch panel display, and then press START.

Copying a full page

You can select the Entire Image mode to copy a full page original without trimming the original.

In the Entire Image mode, the copied image is automatically reduced depending on the copy media size and copy image size. Thus, you can take an original image that covers the entire sheet and create a copy that does not crop the edge of the original image.



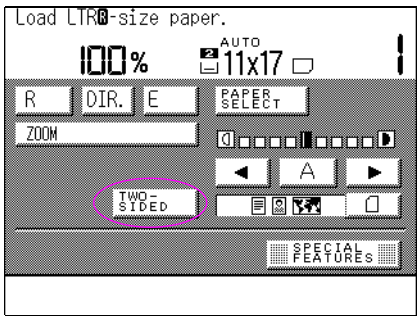


To copy a full-page image

1. Place the original on the glass or in the optional ADF and press ZOOM on the touch panel display.
2. Press ENTIRE IMAGE on the touch panel display, press DONE on the touch panel display, and then press START.

How to make double-sided copies

The copy module has several options for using both sides of the originals to make copies on one or both sides of the copies.



All of the following options are available by pressing TWO-SIDED on the touch panel display and following the instructions on the screen:

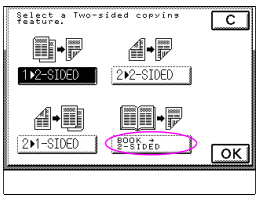
- **1→2:** Make a double-sided copy from single-sided originals.
- **2→2:** Make a double-sided copy from a double-sided original**.** (Requires optional ADF.)
- **2→1:** Make single-sided copies from a double-sided original.

Note

For detailed instructions on each double-sided copying feature, see the “Common Copying Tasks” chapter in the *HP Color LaserJet 8550MFP Copy Module User Guide* on CD-ROM.

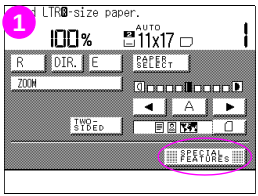
How to make copies from a book or magazine

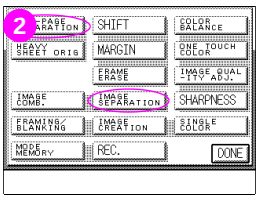
The following functions allow you to easily copy facing or individual pages of a book or magazine to create high-quality copies.



Book to double-sided copying

Using the TWO-SIDED button on the touch panel display, as described above, you can make a double-sided copy of facing pages in a book. Choose the **Book→2-SIDED** option.





Book to single-sided copying

Use this feature to copy facing pages in a book to two single-sided pages.

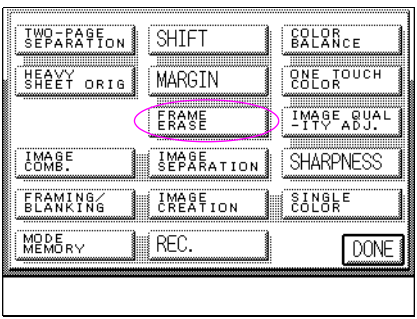
1. Press SPECIAL FEATURES on the touch panel display.
2. Press TWO-PAGE SEPARATION. Press DONE and then press START to make copies

Book Frame Erase

Use Book Frame Erase to remove the dark border, center lines, and contour lines (between pages) from copies of bound documents like books or magazines.

To erase shadows from copies

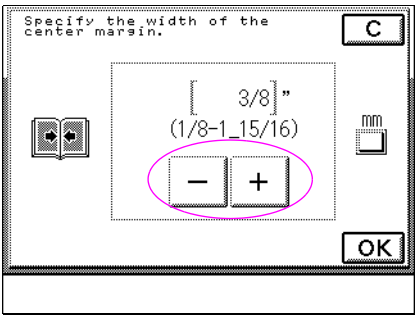
1. Place your original face down on the glass so that its top edge rests against the back of the glass, away from the control panel. Press SPECIAL FEATURES.
2. Press FRAME ERASE.



3. Press BOOK FRAME ERASE, then press OK.
4. Select the size of your original (i.e. the size of the book when opened), then press OK.

Note
Select A/B SIZE to select an ISO original size.

5 Specify the width of the center of the book to be erased by using the + and - buttons.



Note
Press MM to enter values in millimeters.

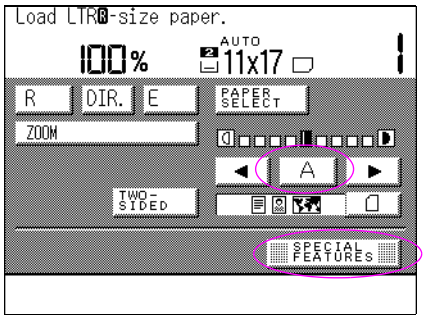
6 Press OK when the correct center width has been selected.

7 Press DONE, and then press START to make copies.

Second Side Elimination

Use Second Side Elimination mode to keep an image from the back side of a lightweight original from appearing on the copy.

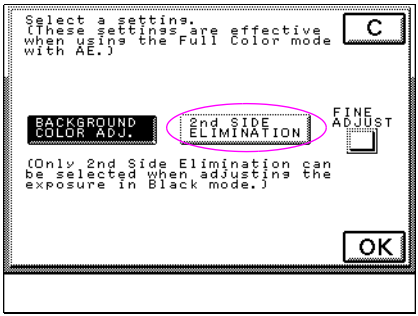
1 Place your original on the glass, and then press A (automatic exposure control).



2 Press SPECIAL FEATURES.

3 Press IMAGE QUALITY ADJ.

4 Press 2ND SIDE ELIMINATION.



5 Press OK.

6 Press DONE, and then press START to make copies.

How to enhance the image quality

One Touch Color

One Touch Color allows you to quickly and easily apply six commonly used image adjustments to modify the color characteristics of the original.

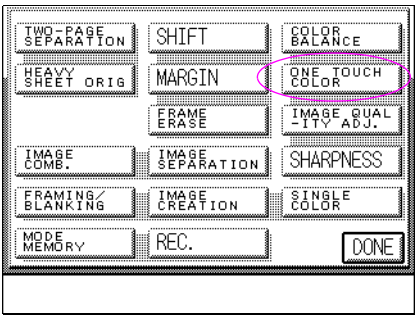
- **Vivid colors**: Makes copies with more vivid hues.
- **Tranquil colors**: Makes copies with subdued hues.
- **Lighten image**: Makes copies with lighter colors. Decreases the strength of the color in the low-exposure range while maintaining a good color balance throughout.
- **Darken image**: Makes copies with darker colors. Increases the strength of the color in the low-exposure range while maintaining a good color balance throughout.
- **Highlight reproduction**: Clearly reproduces highlights that normally appear on a copy of the original as white.
- **Old-fashioned photo image**: Makes copies that look like old-fashioned (sepia-tinted) photographs.

Using One Touch Color

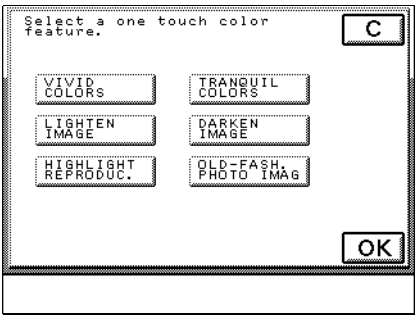
1 Place your original on the glass.

2 Press SPECIAL FEATURES.

3 Press ONE TOUCH COLOR.



4 Select the desired image quality.



Note

Multiple image qualities can be simultaneously selected, with the exception of the following combinations:

- Vivid Colors and Tranquil Colors
- Lighten Image and Darken Image
- Lighten Image or Darken Image and Highlight Reproduction

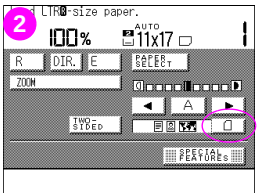
5 Press OK.

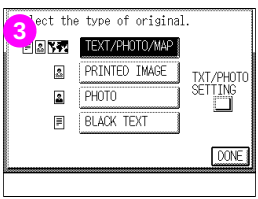
6 Press DONE.

7 Press START to make copies.

Selecting Original Type

You can improve the quality of copies by using Original Type mode to accurately reflect the type of text, photo, or map originals.





1. Place the original on the glass or in the optional ADF.
2. Press the original-type icon on the touch panel display.
3. Select one of the following options:
   - TEXT/PHOTO/MAP: Use this setting for copying originals containing a mixture of text and photo images.
   - PRINTED IMAGE: Use this setting for copying photographs printed in a magazine.
   - PHOTO: Use this setting for copying a photo printed on photographic paper.
   - BLACK TEXT: Use this setting for copying originals that contain only black text without illustrations or photos.
4. Press DONE.
5. Press START to make copies.

For more information

The following sources provide additional information about the system. Refer to them for procedures and details not covered in this document.

- *HP Color LaserJet 8550MFP Copy Module User Guide* on CD-ROM
- *HP Color LaserJet 8550, 8550N, 8550DN, 8550GN, 8550MFP Printer User Guide* on CD-ROM
- Installation guides for the optional accessories
- Printer unit software
- Driver help files
- Copy module touch panel display

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